

How to set your password hints

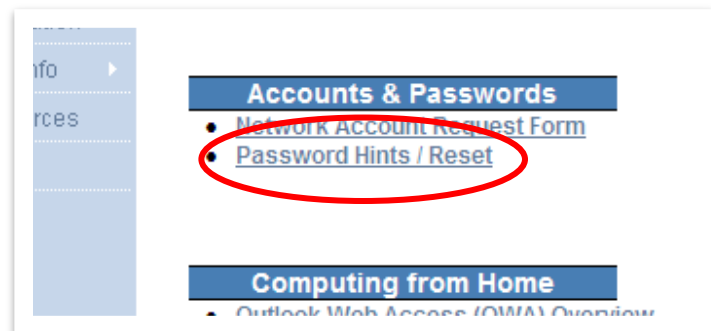
1. On any computer with Internet access, open a web browser (e.g. Internet Explorer) and go to the Technology Services web page at <http://depts.alverno.edu/techserv>

2. If you are a member of the faculty or staff, click **Faculty/Staff Resources** on the left side of the screen.

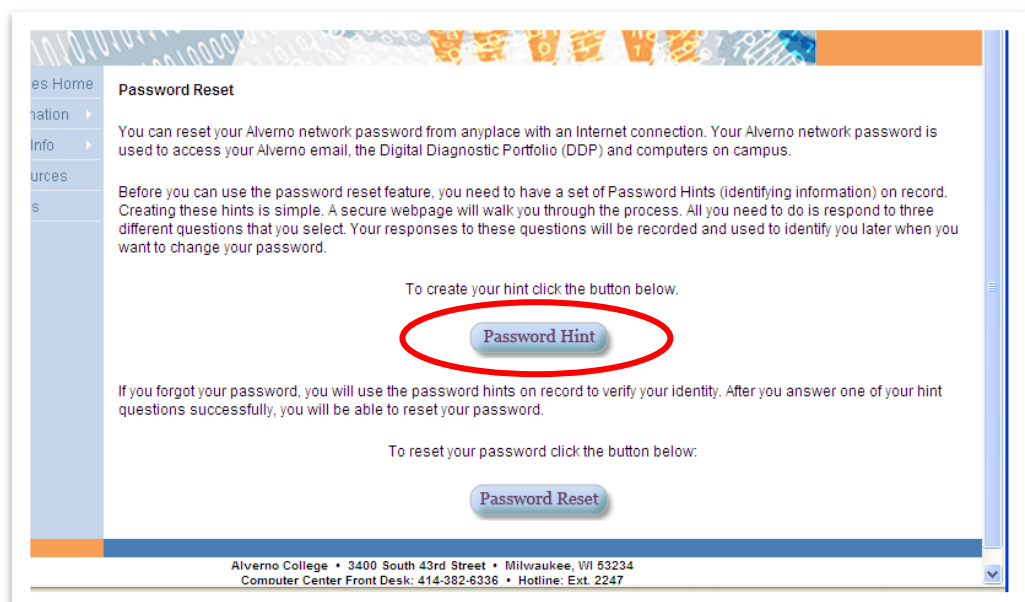
If you are a student, click **Student Resources** on the left side of the screen.



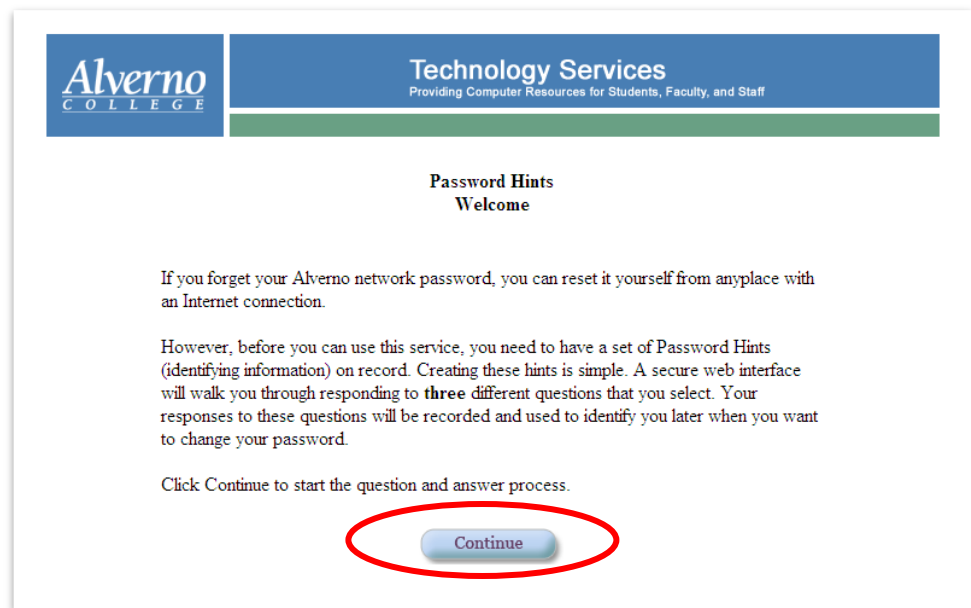
3. In the first column under Accounts & Passwords click **Password Hints / Reset**



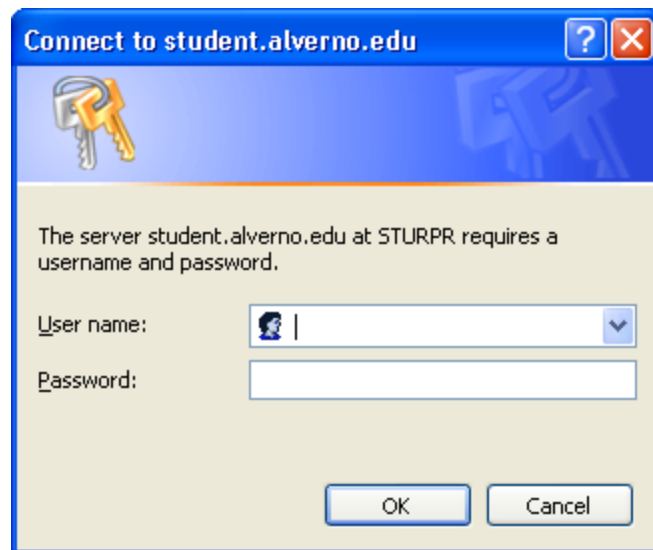
4. Click the button labeled **Password Hint**



5. Click the button labeled **Continue**



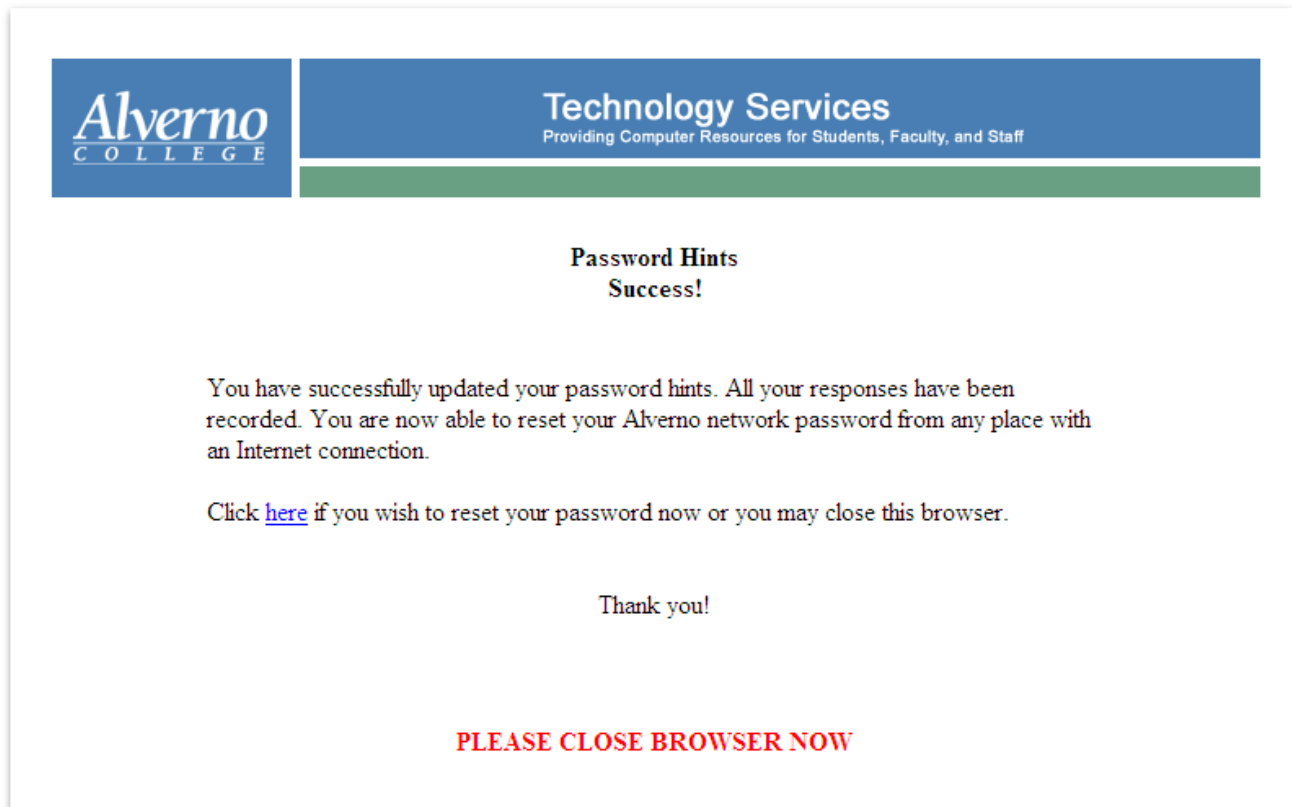
6. Enter your username and current password then click **OK**



7. You will be asked to answer three (3) questions from a list of preselected questions. Click **Continue** after answering each question.



- The last screen will confirm that your password hints have been set. Make sure to completely close the browser when you are done.



The screenshot shows a confirmation page from Alverno College Technology Services. At the top left is the Alverno College logo. To its right, the text reads "Technology Services" with the tagline "Providing Computer Resources for Students, Faculty, and Staff". The main heading is "Password Hints Success!". Below this, a paragraph states: "You have successfully updated your password hints. All your responses have been recorded. You are now able to reset your Alverno network password from any place with an Internet connection." A link labeled "here" is provided for users who wish to reset their password immediately. The page concludes with "Thank you!" and a bold red instruction: "PLEASE CLOSE BROWSER NOW".

Need Help?

If you need help setting your password hints, please call Technology Services at 414-382-6336.